

**PERSONAL DEVELOPMENT 20 (PD20)**  
*POST SECONDARY EDUCATION-THE SCOPE OF CAREER*  
Spring 2014  
Section 8585 (Hybrid) M/W 10:20a-12:25p GC 240

Professor: Brandy Robinson, M.A.

[www.wlac.edu](http://www.wlac.edu)

Email: [robinsba@wlac.edu](mailto:robinsba@wlac.edu)

9000 Overland Ave.  
Culver City, CA 90230

Office Hours: By Appointment Only Location: SSB 320

*“Invest in yourself, in your education. There’s nothing better.”-Sylvia Porter*

**Transfer:** CSU/UC 3.0 Credit Hours

**Required Text:** *Turning Points: Your Career Decision Making Guide 3<sup>rd</sup> Edition Ducat.*

**Welcome**

Through a mixture of campus and online instruction this course will provide students with information to make appropriate education, career, and lifestyle choices. Topics examined include educational programs and their requirements, career resources, and the career decision-making process, study skills, and the elements of a healthy lifestyle. Students will design their own individualized educational plan.

**Course Objectives**

The main course objectives for student are to explore and make appropriate educational, career, transfer, and lifestyle choices. It is expected students will discover themselves and be able to make the right transition to higher education. Students will hopefully master the study skills to become a master student and to identify and use the various student services resources available at the college.

**Course Topics Include:**

- |                                       |                       |                               |
|---------------------------------------|-----------------------|-------------------------------|
| - Educational Programs & Requirements | - Career Options      | - Job Search Techniques       |
| - Career Decision Making Process      | - Interviewing Skills | - Career Planning             |
| - Personal Assessment                 |                       | - Resume Writing              |
| - Skills Assessment                   |                       | - Educational Planning Skills |

**Student Learning Outcomes:**

- At the end of this course you will be able to
- Analyze and describe your own personal talents and preferences.
  - Examine and differentiate between certificates, associate degree, and transfer options.

**Materials and supplies required for each class session:**

- *Turning Points* text
- A 3 ring binder containing the class syllabus, and paper for note taking.
- West LA Student Handbook\*\* Fall/Spring semesters only
- A pen and 2 different color highlighters

### **Attendance:**

- You are expected to attend all class sessions and be on time. Attendance will be taken at the beginning of each class.
- If you are not present when your name is called, you will be marked absent. *If you arrive after the roll has been called, **speak to me after class** and ask to be recorded tardy – otherwise, you will be recorded absent for the day.*
  - 10 points will be subtracted from your final grade for each absence.
  - 5 points will be subtracted from your final grade for each tardy or early departure.
  - You will be dropped from this class after your 2<sup>nd</sup> absence or 4<sup>th</sup> tardy/early departure. There are no excuses.
  - *You* are responsible for all assigned work. If you are absent from a class session, contact another class member to get the assignment and other class details. You are responsible for being absent.
  - If you know you are going to be absent it is your responsibility to let me know 1-week prior.

### **Participation:**

Your involvement in each class session is expected and includes: active listening/ note taking, asking/answering questions, volunteering, completing evaluations & summaries of class sessions, etc. In addition, because this is hybrid course participation also refers to timely and thoughtful completion of assignments embedded within each module, demonstrating that the student has done the readings and engaged in critical thinking of the content. All online assignments will be due **by midnight on Wednesday of each week**.

### **Classroom Guidelines:**

- All cell phones; mp3 players and other electronic devices must be turned off before entering class.
- Laptops maybe used to take notes only, not used for email, web surfing, IM, or other non-class related reasons.
- No food or drinks (except water) may be consumed in class.

### **Classroom Discussions:**

Our course will involve classroom and small group discussion. It is important for every student to participate in these discussions. At times topics may be personal, some maybe emotional. The following are guidelines that are to be used in any discussion during the course.

- Each person has a right to her or his own opinion.
- Each person has a right to be heard. **(No side conversations)**
- Each person has a right to be respected. Be aware of your own prejudices.
- Each person has a right to privacy. No one is required to comment on a given topic and if a person requests confidentiality, others agree to not repeat what was said.

### **Discussion Board Postings:**

For each module you are expected to post reflections on the readings and other topics related to the module. Your responses should address the topic noted for each module and should make references to your course readings. The topics will be posted on E-Tudes in the discussion board section. (each posting is worth 20 points).

### **Discussion Board Responses:**

In addition each student is also expected to read his/her classmates' postings and choose at least two to respond to. (Each response is worth 5 points for a total of 10 points max).

### **Course Requirements:**

As in all academic courses, this course requires that you do work outside of class. In addition you will be evaluated in the following ways: attendance and participation (in class and online), a midterm, a final, signature assignments, and quizzes. This is a college course and you will be held to college standards.

- All written assignments must be typed, (Times New Roman Font, size 12)

- On time homework will be **collected only at the beginning** of the class session.
- Late assignments will not be accepted.
- To avoid losing points, email work **before** class begins if you will be absent.

**Disabled Student Services & Policies:**

In accordance with the Americans with Disabilities Act students requesting accommodations must register with the Office of Disabled Students Programs and Services. Please contact the DSPS office at 310-287-4450 for information and assistance. It is the student's responsibility to register with DSPS and notify the instructor at least 2 weeks in advance if he/she is planning to take the midterm and or final exams in DSPS.

**Technology Requirement:** There is a hybrid course and requires access to E-Tudes. Also you must demonstrate basic technology skills. These include, but are not restricted to, the use of word processing, email, online search engines, and PowerPoint.

**Academic Dishonesty Policy:**

Academic honesty is crucial to your learning and requires you to submit work that is your original work. Forms of Academic Dishonesty include: plagiarism (using ideas from another person and not citing their work), copying or cheating by re-using work from another source or student, allowing someone else to copy your work, bringing in notes or other forms of cheating assistance to a Quiz. Any other forms of dishonesty not mentioned here would otherwise jeopardize academic integrity will have consequences enforced related to the school policy.

**Final Exam:** Final Exam Paper, Activity 14.1, Summary Essay: Your Personal Assessment and Reflections. **200 points**

**Weekly Assignments (E-Tudes).** New assignments will be posted every Monday. Each assignment will coincide with that week's topic. Assignments are due on Wednesday by midnight. 15 points each.

**Weekly Discussions-**Each week I will post a statement, case, or situation that coincides with the topics discussed that week. You will need to post a response AND respond to at least 2 other classmates post. Because this summer class is fast paced, I will only be posting 5. Each post will be due Sundays by midnight. **30 points each.**

**Quizzes:** There will be 3 quizzes. **30 points each.**

**Resume:** You will be required to create and submit a resume. **50 points. First draft due via email, final draft due in class. See calendar for dates.**

**Midterm-** Activity 10.1, *Creating Profiles of Companies, Government Agencies, and Nonprofits*. This will be a group project. 75 points.

**Individual Meetings with Instructor:**

**I am available to meet with students during office hours. Appointments are required.**

**Class Withdrawal Deadlines:** Please see me if you have questions.

IF YOU WISH TO WITHDRAW FROM A CLASS YOU MUST COMPLETE THE WITHDRAWAL PROCESS ONLINE. DO NOT ASSUME YOUR PROFESSOR WILL DROP YOU EVEN THOUGH YOU ARE NO LONGER ATTENDING CLASS. THE CONSEQUENCE

MAY BE A FAILING GRADE ON YOUR PERMANENT RECORD. ALSO PLEASE SEE WEST LOS ANGELES COLLEGE WEBSITE TO LEARN HOW A “W” CAN HURT YOU.

**Extra Credit Opportunities** – (10 total possible points)

BE READY TO PRESENT YOUR EXPERIENCE TO THE CLASS.

Meet with a college representative Write a 1-2 pages paper about your experience. Student must get verification form signed from the rep.

**Syllabus Disclaimer:** This syllabus is tentative and changes maybe necessary. A revised syllabus may be issued at the discretion of the instructor.

**Class Session**

**TOPICS**

June 16, 2014	Introduction to Course/Review Syllabi/Review Etudes
June 18, 2014	Read Chapters 1 and 2/Activity 1.1 and 2.2 Due via Etudes/Class Ends at 12n today **Assignment due on Sunday midnight <b><i>Discussion Post #1 Due Sunday, June 22, 2014 midnight</i></b>
June 23, 2014	Read Chapter 3/Activity 3.1 and 3.4 Due via Etudes by Wednesday midnight
June 25, 2014	Read Chapters 4 and 5/Activity 4.2 and 5.2 Due via Etudes <b><i>Discussion Post # 2 Due Sunday June 29, 2014 midnight</i></b>
June 30, 2014	<b>Quiz</b> (Chapters 1-5)/Allow class time to work on Group project/First Draft Resume Due via email
July 2, 2014	Read Chapters 6 and 7/Student Educational Plan/Activity 6.2 and 7.2 Due via Etudes <b><i>Discussion Post #3 Due Sunday July 6, 2014 by midnight</i></b>
July 7, 2014	Read Chapters 9 and 10/Activity 10.1 is Due (In class presentations) <b>**MIDTERM**</b>
July 9, 2014	Finish Chapter 10/Read Chapter 11/Activity 10.2 Due via Etudes <b><i>Discussion Post #4 Due Sunday July 13, 2014 by midnight</i></b>
July 14, 2014	No Class
July 16, 2014	<b>Quiz</b> Chapter 6-10/Review Final Exam <b><i>Discussion Post #5 Due Sunday July 20, 2014 by midnight</i></b>
July 21, 2014	Read Chapters 12 and 13/Activity 12.1 Due via Etudes by

Wednesday midnight

July 23, 2014

**Quiz** (11-13)/Final Draft Resume Due in class

**July 27, 2014**

**FINAL EXAM-Activity 14.1\*\*DUE VIA ETUDES ON SUNDAY 7/27/14 BY MIDNIGHT\*\***

**\*\*Grading Procedure\*\***

<b>Class Participations:</b>	<b>100 points total</b>
<b>Attendance:</b>	<b>200 points total</b>
<b>Online Discussions/Responses:</b>	<b>150 points each (20 for posting/10 for response-5 total)</b>
<b>Online Assignments:</b>	<b>150 points total (15 points each)</b>
<b>Midterm/Activity 10.1:</b>	<b>75 points</b>
<b>Resume:</b>	<b>50 points total</b>
<b>Quizzes:</b>	<b>90 points total (30 points each quiz)</b>
<b>Final Exam:</b>	<b>200 points total</b>

***\*\*Please keep track of your points for all assignments and exams in your student planner. Please feel free to make an appointment to meet with me to discuss your grade at anytime during the semester\*\****